

WISP SHELTERPOINT FOR THE THE SALVATION ARMY

CHECK-IN

1. Click on an “EMPTY” bed.

Home ClientPoint ResourcePoint ShelterPoint Reports Admin Help Logoff

View Bedlists For Provider [MI Department of Commerce] Submit

[Check Bed Availability](#)

View Information For Bedlist [Generic Bedlist] Submit

Note: Households must be established in ClientPoint before making reservations for or checking in Families.

Reservations for Bedlist - Generic Bedlist Add Reservation

Arrival Date	Client	DOB	Gender	Group ID
No Reservations found for this bedlist.				

Bedlist (Generic Bedlist - Emergency Shelter)

Display [All Beds] Sort By [Bed] [Ascending] Filter

Floor	Room	Bed	Hold	Client	DOB	Gender	Group ID	Conf.	Codes/Notes
*	*	01	All	EMPTY					
*	*	02	Hold	EMPTY					
*	*	03	Hold	EMPTY					
*	*	04	Hold	EMPTY					
*	*	05	Hold	EMPTY					
*	*	06	Hold	EMPTY					
*	*	07	Hold	EMPTY					
*	*	08	Hold	EMPTY					
Overflow (new)				EMPTY					

Update Confirmation List Transmit Today's Checkout List

2. Use the pull down “LAST PROFILE” to select either your CLIENT NAME or the name of an INDIVIDUAL IN THE CLIENT’S HOUSEHOLD (Note: It does not matter which name is selected - the name must merely associate with the household)

Check In Client

Last Profile [Select-]

First * [] MI [] Last * [] Suffix []

SS# * [] - [] - []

SSN Data [Select-]

Quality []

Date of Birth [] (mm/dd/yyyy)

Gender [Select-]

Race [Select-]

Secondary Race (if provided) [Select-]

2. Answer any of the relevant questions for the client you are checking into a bed.

5. Do either:

- (A) If the CLIENT is SINGLE, then click “SAVE AND CONTINUE” (Note: go to question XX)
- (B) If the CLIENT is PART of a HOUSEHOLD then PUT CHECKS in BOXES next to the names of INDIVIDUALS that will also be CHECKING INTO SHELTER. Then CLICK “ASSIGN BED.” (continue with question 6)

Bed Stay Data - Make Believe #4049 ()

Date In: 08/11/2005 10 : 42 AM [Midnight Checkin](#)

Bed Name/Number: * * 02

Supplies given:

Locker #:

Codes/Notes:

Household members

To checkin household members also, click on the box beside each name. Then assign each member a bed. If no bed is specified, an Overflow bed will be used. Note: Only members from the same household may be selected.

Household #1 Members:

Banned Start	Banned End	Infraction	Banned Code	Provider	Sites	Staff

☐ * Believe, Ida

Infractions for Make Believe

Banned Start	Banned End	Infraction	Banned Code	Provider	Sites	Staff
No Infractions found for this client.						

6. Use the BEDS “QUICKLIST” pull down to assign an empty bed, and then select “SUBMIT.”

Quicklist

Beds:

NOTE: Continue assigning individuals to beds until all members of a household have a bed.

7. Click “Save & Continue” when all household members have been checked into a bed.

8. The Clients should appear in the beds that were selected.

Bedlist (Generic Bedlist - Emergency Shelter)									
			Display		All Beds	Sort By		Bed	Ascending
									Filter
Floor	Room	Bed	Hold	Client	DOB	Gender	Group ID	Conf.	Codes/Notes
*	*	01	All	Believe, Make			4189	No	
*	*	02		Believe, Ida			4189	No	
*	*	03	Hold	EMPTY					
*	*	04	Hold	EMPTY					
*	*	05	Hold	EMPTY					
*	*	06	Hold	EMPTY					
*	*	07	Hold	EMPTY					
*	*	08	Hold	EMPTY					
Overflow (new)				EMPTY					

CHECK-OUT

9. Click on TRANSMIT TODAY'S CHECKOUT LIST.

		03	Hold	EMPTY					
*	*	04	Hold	EMPTY					
*	*	05	Hold	EMPTY					
*	*	06	Hold	EMPTY					
*	*	07	Hold	EMPTY					
*	*	08	Hold	EMPTY					
Overflow (new)				EMPTY					

Update Confirmation List
Transmit Today's Checkout List

10. All clients currently checked into Shelter will appear on a list available for check out.

Check Out Screen [print](#)
Checkout Date: 06/07/2006 03 : 43 PM
Set Dates

Checkout?	Client Name	Bed #	Date Out	Time Out	Supplies Returned?
<input checked="" type="checkbox"/>	Believe, Ida	02	06/07/2006	03 : 43 PM	Yes

☒ Check/Uncheck all Clients

Check Out Cancel

11. Uncheck all clients who are still staying in the shelter.

12. Make sure the DATE OUT has the correct date the client checked out of shelter.

13. Click CHECK OUT.